

KGIS Policy Board Minutes

Wednesday, May 13, 2015

2:30 p.m.

Room 549 City/County Building

Policy Board Members: Mayor Tim Burchett, Knox County; Mintha Roach, CEO/President KUB, Mayor Madeline Rogero, City of Knoxville

Others Present: Janet Wright, City IT; Mark Kenner, KUB; Jon Gustin, County IT; Tim Kuhn, MPC; Jim Hagerman, City Engineering; Chris Caldwell, County Finance; Jim York, City Finance; Perry Benshoof; County Finance, Keith Stump, KGIS; Donna Roach, KGIS

Introductions were made by each person present.

- 1 Call to Order/Change of Chairperson** – Mintha called the meeting to order and asked for a motion to change the chairperson to Mayor Rogero. Mayor Burchett made a motion to change the chairperson to Mayor Rogero, which was seconded by Mintha. The Policy Board approved the change of the chair.
- 2 Approval of Minutes** – Mayor Rogero asked if there were any questions or comments on the minutes from September 23, 2014 meeting. With no questions or comments, Mayor Burchett made a motion to approve the minutes, which was seconded by Mintha. The minutes from the September 23 meeting was approved as written.
- 3 Financial Reports/Current Status** – Perry provided an overview of the Year End 2014 Financial Statements. The report provided an unqualified opinion. Perry discussed various pages of the report noting on page 11 the net position had decreased. Mayor Rogero stated that the Policy Board approved this decrease so everyone knew to expect it. Mintha stated that the Policy Board knows that it is not sustainable at this level.

Keith stated that FY 2015 KGIS has spent about 75% of the current budget.

- 4 FY 2015-2016 KGIS Budget Request** – KGIS's budget request is \$1,000,000 (a three way split of \$333,333) for operating budget.

Keith stated that the capital equipment will be funded through map sales, but he is asking for funding to be provided for the aerial update.

Mayor Rogero said, "The capital aerial funding should be tabled in order to have time to work out some issues."

Mayor Rogero asked for a motion to approve the operating budget and the capital equipment budget.

Chris said, "Just the operating budget."

Mayor Rogero asked, "Do we not have to approve capital equipment budget?"

Chris said, "We will come back on both of the capital requests later."

Mintha stated, "Meaning we will come back as amending the budget during the fiscal year not waiting 12 months?"

Chris said, "Correct. Jon we had discussed just approving the operating piece is correct?"

Jon said, "Yes."

Mintha said, "I move to approve the funding for the requested operating proposed in the budget for \$1,000,000."

Mayor Burchett seconded the motion to approve the proposed budget.

The KGIS FY 2015-2016 Operating Budget was approved by the Policy Board.

Mayor Rogero stated that as soon as the capital could be figured out, then she wants to have a special called meeting to reconsider approving that request.

Keith said, "The next scheduled meeting is in August and we might have to meet before then because purchasing the equipment may be more critical to than the aerial request." He will look at the time of when that equipment needs to be purchased.

Mayor Rogero asked, "Why do we have a problem with the equipment piece? I thought that was all from external sales."

Keith said, "I don't know since the equipment budget is coming from map sales and not coming from the three parties."

Chris said, "Oh, that one is ok then. I apologize. I misunderstood."

Mintha said, "I will amend my motion to include operating expenses as well as capital equipment."

Mayor Burchett seconded the amended motion. The Policy Board approved both the operating and equipment budget request. The Policy Board will meet to discuss the aerial request within the next couple of months.

5 Other Projects –

- a. LiDar Project/Status Update – Pictometry was unable to successfully complete the LiDar product. Keith will meet with KUB's procurement department to discuss options and the best route to proceed with this project.
- b. GIS Analyst Hiring – KGIS has hired Will Fontanez to replace Tammy Bohanan as the GIS Analyst.
- c. Planned Software Upgrades –
 - i. Web server scheduled for mid-July
 - ii. Database scheduled for early September

6 Next Policy Board Meeting – the next regularly scheduled meeting will be August 21, 2015 at 1:30 p.m. A special called meeting will be scheduled to discuss the aerial request.

Keith mentioned that Brent Johnson, who has been an instrumental partner with KGIS over the years, is retiring and we appreciate all the help he has given KGIS over the years.

Mintha asked, "How do we call a special meeting?"

Keith said, "I usually will send a notice to the chair stating that it is the recommendation of the Coordinating Committee to have a meeting, and it will be up to the current chairperson for approval."

Mintha asked, "How much public notice is given when the Policy Board meets?"

Keith stated, "Typically we give a two week notice."

Jon said, "I believe in the by-laws it states that you can vote by email."

Keith said, "We don't have official by-laws at KGIS."

Donna said, "We do have by-laws but they have not been approved."

Mayor Rogero said, "Why don't you share with us what the unapproved drafted by-laws are. We can review them and run them by the law departments."

Mintha said, "Let's review them and get them approved at our next meeting."

Keith said, "All the by-laws are based upon previous Policy Board decisions. We will show them to the Coordinating Committee before passing them on to the Policy Board."

Mayor Rogero said, "I would like not only the Coordinating Committee to review them but the legal departments as well."

Keith said, "We have all the minutes posted on the intranet, not on the public box, for everyone to see."

Mayor Rogero said, "It should be open to the public to see as well."

Keith said, "We will add that to the by-laws that all minutes are available on the website for the public to see."

Mintha asked, "Is there anything else like that we need to address?"

Keith said, "Not that I'm aware of. I even inquired with Janet about being part of the open records workshops that Ron conducted. He sent me a slide show but he doesn't have a workshop planned at this time."

Mayor Rogero said, "You can always sit down with one of the attorneys for any questions or concerns."

With no other discussion, Mayor Rogero asked for a motion to adjourn. Mintha made a motion to adjourn the meeting, which was seconded by Mayor Burchett. The meeting was adjourned.

KGIS Policy Board Meeting Minutes

Friday, November 20, 2015

1:30 p.m.

Room 549 City/County Building

Policy Board Members: Mayor Tim Burchett, Knox County; Bill Elmore, Proxy for Mintha Roach, President/CEO KUB; Mayor Madeline Rogero, City of Knoxville

Others Present: Janet Wright, City IT; Mark Kenner, KUB; Jon Gustin, County IT; Tim Kuhn, MPC; Perry Benshoof; County Finance; Keith Stump, KGIS; Donna Roach, KGIS

- 1. Call to Order / Approval of Minutes (May 13, 2015)** – Mayor Rogero called the meeting to order and asked if there were any questions or comments on the Policy Board minutes from the May 13, 2015 meeting. With no comments, Mayor Rogero called for a motion to approve the minutes. Mayor Burchett made a motion to approve, which was seconded by Bill Elmore. The Policy Board minutes were approved as written.
- 2. Financial Reports / Current Status** – Perry from Knox County Finance gave an update of the previous FY audit and current status. The final audit report for FY 2015 will be available at the next meeting. The current findings show that KGIS is within budget and comparable to previous years.
- 3. Amended Tri-Party Agreement** – At the last meeting, the Policy Board asked the Executive Team to develop a formal set of Bylaws. In order to be consistent on the wording and changes that have been made throughout the years, the Tri-Party Agreement had to be updated/changed as well. The Executive Team as well as the three Law Departments has approved the amended agreement. The Amended Tri-Party Agreement will need to be presented to the City Council and County Commission for approval and then the Law Departments will sign off “as to form” prior to the Policy Board members signing the final amendment. Mayor Rogero called for a motion to approve the Amended Tri-Party Agreement. Bill Elmore made the motion to approve, which was seconded by Mayor Burchett. The Policy Board approved the Amended Tri-Party Agreement.
- 4. Bylaws** - The Bylaws represent a standard set of procedures and policies that KGIS practice on a day-to-day basis. KGIS worked closely with the three law departments to form these Bylaws. The proposed Bylaws are written to agree with the Amended Tri-Party Agreement. Mayor Rogero asked if the Bylaws allowed proxies and Keith confirmed that they do. Keith stated that a “Public Comments” section has been added at the suggestion of the law departments to allow the public to speak at the Policy Board meetings. Mayor

Rogero asked Keith to put a "Public Comment" section at the end of each agenda going forward. Mayor Rogero asked for a motion to approve the Bylaws. Mayor Burchett made the motion, which was seconded by Bill Elmore. The Bylaws were approved by the Policy Board.

- 5. Aerial / Topographic Map Update** - The Policy Board has previously asked KGIS to look at the possibility of an Aerial/Topographic update. The Executive Team asked for cost estimates to be used to determine whether funding could be achieved. KGIS worked with Knox County Purchasing and issued a RFQ. Upon presenting estimated cost for this project, the financial departments determined that funding could not be obtained at this time and recommended instead that it be added to next year FY 2017 budget request.

Mayor Rogero said, "The City will be leaning towards approving this project at that time and I encourage the County and KUB to plan to provide their share of money as well to get this completed".

Bill Elmore asked what the timeframe from starting to actually getting the data in house typically is and Keith stated 1 – 1 ½ years.

Mayor Rogero further inquired about the timeframe of delivery of KGIS if approved in July of 2016, and flown in Spring 2017, would that mean that the data wouldn't be available until roughly two years from now?

Keith confirmed that she was correct, to complete all of the map updates, it requires about 1 year from the time the aeriels are flown.

Mayor Rogero noted that she would like to see this project started now. She asked if the County Finance department might further look at the potential of funding this initiative now.

- 6. Other Projects / Status Updates:** Keith encouraged the Policy Board to read through the list of other projects and items contained in the Agenda packet. Keith specifically mentioned that KGIS did some software updates that allow us to deploy apps such as the Public Land Inventory Viewer where we can go in and highlight various pieces of land that are owned by the City and County. Keith stated that by staying on top of technology changes it allows us to deploy simple apps very quickly. This particular app was deployed, after the upgrade of technology, in about 8 hours.

Keith mentioned that KGIS is working on several other items including working with E-911 on their emergency response mapping and digitizing building footprints for the KUB service area outside of Knox County.

- 7. Next Policy Board Meeting** - The next regularly scheduled meeting is February 19, 2016 at 1:30 p.m. in room 549 of the City County Building.



Knoxville Utilities Board

November 5, 2015

Mr. Keith Stump
Executive Director, KGIS
606 Main Street, Suite 150
Knoxville, TN 37902

Dear Keith:

Due to unforeseen circumstances, I am unable to attend the KGIS Policy Board meeting on November 20. I have asked Bill Elmore to represent KUB at this meeting. Bill has my permission to vote on my behalf on any matters that come before the Board.

Sincerely,

A handwritten signature in blue ink that reads 'Mintha'.

Mintha Roach
President and CEO

c: Bill Elmore

KGIS Policy Board Meeting Minutes

Friday, January 29, 2016

2:00 p.m.

Room 549 City/County Building

Policy Board Members: Mayor Tim Burchett, Knox County; Mintha Roach, President/CEO KUB; Mayor Madeline Rogero, City of Knoxville

Others Present: Ben Sharpel, County Purchasing ; Janet Wright, City IS; Mark Kenner, KUB; Jon Gustin, County IT; Chris Caldwell; County Finance; Keith Stump, KGIS; Donna Roach, KGIS

1. **Call to Order / Change of Chair** – Mayor Rogero called the meeting to order and asked for a motion to change the chairperson to Mayor Burchett. Mintha moved for a motion, which was seconded by Mayor Burchett. The Policy Board approved the change of the chair.
2. **Approval of Minutes** – Mayor Burchett asked if there were any questions or comments on the minutes from November 20, 2015 meeting. With no questions or comments, he asked if there was a motion to approve the minutes as written. Mayor Rogero made a motion, which was seconded by Mintha. The minutes were approved.
3. **Aerial / Topographic Project Approval** – KGIS wishes to enter into a contract with The Atlantic Group, LLC for delivery of updated aerial and topographic map products covering Knox County and the extended KUB service area outside of Knox County. KGIS asks for approval to adjust KGIS's FY 2016 budget to allow expenditures of up to \$260,000 for Phase I, \$99,000 of that total has already been provided, but KGIS asks for an additional \$170,000 from the Policy Board to cover the remaining cost of the contract. KGIS also asks the Policy Board to approve the contract with The Atlantic Group, LLC and to be allowed to issue a formal "Notice to Proceed" to Atlantic. Mayor Burchett asked for a motion to approve KGIS's request for contract approval with The Atlantic Group and for the Policy Board to provide the additional requested funds. Mintha made the motion, which was seconded by Mayor Rogero. The Atlantic Group, LLC contract was approved with the additional funds being provided by the Policy Board.
4. **Next Meeting** – KGIS suggests that the next meeting be delayed until the middle of March to allow KGIS time to work with the Executive Team and the finance departments on the FY 2017 Budget. Mayor Burchett asked for a motion to delay the next meeting. Mintha made the motion, which was seconded by Mayor Rogero. Delaying the next Policy Board meeting was approved. The Policy Board will be notified of a new date and time for the Mid-March meeting.

With no further discussion, Mayor Burchett asked for a motion to adjourn. Mintha made a motion, which was seconded by Mayor Rogero. The meeting was adjourned.

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